



DEPARTMENT OF SOCIOLOGY

Sociology B.A. Program

205 Merrill Hall
700 Hilltop Drive
Kent, OH 44242
(330) 672-8359

Dr. Susan M. Kunkle, Internship Coordinator

Procedures and Guidelines for an Undergraduate Internship

(SOC 42092, 3 Credit Hours)

Catalog Description: Work experience under direction of supervising faculty member in private, federal, state, local or non-profit agencies such as social services agencies, hospitals, industry, and government. An "IP" (In-progress) grade is permissible. Course is graded S (Satisfactory) or U (Unsatisfactory).

Prerequisites: junior (or senior) standing and sociology (SOC) major, 2.50 GPA, approval must be obtained from the Department's Academic Adviser and Internship Coordinator. This course satisfies the University's Experiential Learning Requirement (ELR).

INTRODUCTION.

The internship course offered by the Sociology Program is an opportunity for eligible students to take part in the day-to-day functioning of a professional agency. Internships are about learning and growth and allow students to earn academic credits while working in a professional work environment. In addition to professional work experience, students will also have an opportunity to meet and network with other professionals and to recognize how coursework, especially empirically based practices, is being utilized in sociologically based agencies.

Internship opportunities exist in many public and private, and non-profit agencies and organizations, and institutions which are found in municipal, county, state, and federal jurisdictions. For example, placement sites include victim assistance programs, substance abuse and mental health agencies, public defender programs, hospice programs, hospitals, schools, foodbanks, homeless shelters, domestic violence programs, YMCAs and YWCAs, and LGBTQ Centers.

OBJECTIVES.

An internship is a structured academic opportunity that allows students to apply academic skills and knowledge in the workplace. The objectives of the program are:

- The student intern will translate (apply) their academic sociological knowledge to the internship experience.
- The student intern will, acquire and develop sociological knowledge through the internship.
- The student intern will have the opportunity to develop professional skills such as effective communication and critical thinking skills
- The intern will gain awareness of and an understanding of the influence of sociological theories, concepts, and data (empirical evidence) in the 'real world.'

ACADEMIC REQUIREMENTS NEEDED TO ENROLL IN AN INTERNSHIP COURSE.

Required: Proof of eligibility in terms of GPA. Students **must** have a cumulative grade point average of 2.50 or better. To qualify for an internship a student **must** have junior or senior standing and have completed a minimum of nine (9) hours of CRIM course work, including CRIM (or JUS) 12000.

STEP ONE IN THE PROCESS – MEETING WITH THE ACADEMIC ADVISER

Students must meet with the Academic Adviser (Rebecca Cash) before registering for an internship. If the student qualifies to enroll in SOC 42092, the Adviser will schedule an appointment with Dr. Susan Kunkle, the internship coordinator. Please note: All students considering an internship must meet with the Academic Adviser and the Internship Coordinator before enrolling in the course.

STEP TWO IN THE PROCESS – MEETING WITH THE INTERNSHIP COORDINATOR

The Internship Coordinator and the student will meet to discuss the internship course including the requirements, due dates for assignments, and the dates of scheduled meetings. At that time, the student and coordinator will explore career goals, placement options, advantages of completing an internship, agency and site expectations, professionalism, background checks, travel, and other pertinent information. Students will be given a packet of forms which must be completed and uploaded into Canvas before the internship begins.

STEP THREE IN THE PROCESS – FINDING A POSITION

Finding a position is in some ways like finding a job. While the internship coordinator will help students to identify agencies, organizations, and institutions that are suitable placements it is the responsibility of the student to reach out to the sites and to determine the application process. Sites may ask you to submit a letter of interest, resume, and/or application directly to the agency, and all sites will require you to interview with agency personnel.

It is highly recommended that students meet with a Career Advisor from Career Exploration and Development to develop and/or review their resume and/or cover letter before submitting to a desired agency placement (<https://www.kent.edu/career/resumes-letters>). Career Exploration and Development has a multitude of services that are helpful when preparing for an internship or employment (<https://www.kent.edu/career/about-us>).

STEP FOUR IN THE PROCESS – COMPLETING THE FORMS

There are three forms which must be completed and submitted to the Internship Coordinator. Form 1 is general background data such as name, address, internship interests. Form 3 is a University waiver of liability. These completed forms must be submitted to the Internship Instructor prior to the start of the internship. Form 2 is completed by the Intern and the Site Supervisor and is to be submitted (Canvas) upon completion of Week One of the Internship. Form 4 is given to the site supervisor by the intern. The form is submitted at the mid-point and endpoint of the internship experience by the Site Supervisor directly to the Internship Coordinator. (The form can be scanned and sent via email to the Internship Coordinator (skunkle@kent.edu)).

INTERSHIP SITES

Background Checks. Different agencies have different requirements and capabilities for background investigations. If you have concerns about completing a background check, please discuss these with the Internship coordinator prior to enrolling in the course.

Transportation. Student interns must provide their own transportation to and from the internship site and to activities associated with the internship project.

Nature of Work Expectations. It is the intention of the internship program to provide the student with professional experience (entry-level) in agency. Entry-level experience is defined as “work that a person would perform in an entry level position.” Strictly clerical and/or secretarial work is not considered as appropriate internship work. Although a student may assist with some of these duties occasionally, the bulk of the work assignments should be equivalent to entry level professional work, and the tasks assigned should challenge students to use their academic and sociological skills in a professional work environment.

Once the student has received verbal approval from the supervising agency, the student should notify the Internship Coordinator by email of the agency name and address, the person at the agency who authorized the internship, and contact information (phone # and email address).

Verification of Position (Form 2). In addition, a more complete and formal notification will be made with the **Internship Information sheet (Form 2)** which identifies the agency where the student is working, the contact information for the agency, the supervisor of the intern, and the Internship Work Schedule. After the form is completed and signed by the agency supervisor, it should be uploaded to Canvas. **This form (2) MUST be** submitted to the faculty supervisor at the end of the first week of internship. The KSU internship coordinator must be kept informed of any changes in the work schedule. Some schedules vary because of the nature of the work or the opportunities for exposure to different experiences. Rotating schedules are common in some agencies, and these can be described on the form as well.

Supervisor's Evaluations. The student will be evaluated twice during the term by the agency supervisor; once at midterm when the student has completed half of the required number of work hours, and once again at the completion of the internship. The Intern Evaluation Form is available for download in Canvas. It is the responsibility of the student to provide the Intern Evaluation Form to the agency supervisor. These evaluation forms should be scanned and submitted to the faculty intern coordinator as an e-mail attachment by the site supervisor. Scanning is available in the KSU library (see the circulation desk).

Internship Credit for Current Jobs. In some instances, students may currently hold jobs that could be eligible for internship credit. Students will not receive credit for work performed in the past, but they might be able to get credit by continuing their current job and fulfilling all other internship requirements. Students must obtain the approval of the faculty internship coordinator to use an existing job for the internship position. If it is approved, the student can begin the internship the following semester and fulfill the internship requirements. If it is not acceptable, the student might negotiate with the employer to provide additional tasks that would qualify. For example, secretarial work in a law office is not eligible for internship, but a firm might allow a student to perform additional tasks of a paralegal nature, which would qualify for internship credit, if the student works the required number of hours and completes all other responsibilities required in the internship course.

GENERAL COURSE PROCEDURES AND REQUIREMENTS

Required Work Hours and Academic Credit. The course consists of three credit hours. The student is required to contribute 45 hours of field work for each one hour of academic credit. Thus, for three credit hours, the student- intern must engage in 135 hours of work with their sponsoring agency. The student should keep this time constraint in mind when registering for other courses during the placement period.

REQUIREMENTS FOR GRADE

TEAMS Meeting One. Students enrolled in SOC 42092 must attend a Teams Meeting at the beginning of the semester in which the internship is occurring. Meeting One will review the policies and guidelines of the program, the expectations of work to be performed, travel, professional ethics, and other relevant topics. In addition, all forms/waivers must have been uploaded into the course portal on Canvas prior to Meeting One. (Please note that you are not authorized to begin an internship unless you have completed all relevant forms/waivers and uploaded the documents into Canvas or submitted the forms in an email to the Internship Coordinator.) Please check your academic calendar for the date of this meeting.

TEAMS Meeting Two and Three. Throughout the semester all students who are enrolled in an internship course will meet (Teams) to discuss their internship and to share with other students what organizations and activities in which they are participating. Please check your academic calendar for the dates of these meetings.

Journal. A Journal is a detailed narrative which explains your activities. Please start your daily entry with the date and time you were on the "job." Describe in detail the projects you were responsible for, what tasks you engaged in, calls you made, documents you wrote or contributed to, analyses you performed, problems you have encountered and problems you solved. For example, on Day Four of your internship you participated in a meeting with the staff of the agency. Please describe the meeting, its purpose, outcome, your role (if any) and your observations. Please focus on analyzing what you are learning and how that learning may apply to your future aspirations and/or career goals.

Write about what you learned from the experience. If you are working in a Victim Assistance Program, write about the cases in which you were involved. The outcomes of those cases. What you would have done differently. What did you observe that contributed to a successful outcome? Writing something because it merely has occurred is not particularly helpful. What is helpful is journalizing an experience because it is relevant to you. In other words, because it matters.

Write about what it is like to work there. You do not have to limit your comments to the tasks of your internship, you can also write about how these tasks contributed to an outcome. For example, was the day a momentous day because your team or organization were successful in providing needed services to a victim of a crime? Or was today emotionally challenging because you and your team were not able to effectively intervene in case where an adult was abusing a child.

Why does a Journal matter? It matters for several reasons. A Journal is a mechanism that allows you to document and save your experiences. It is a vehicle that promotes reflection and professional growth. It is a guided professional interaction that will help you to define your career path. And it is an experience that will allow you to analyze your academic self with your professional self.

Part 1 of the Journal is due 1/3rd into the internship period; part 2 of the Journal is due 2/3rd into the internship period; and part 3 of the Journal is due one week after completion of the internship course. At the end of the internship, the student should include the accumulation of all sections of the journal into one WORD document.

The journal should be prepared in a MS WORD document and submitted to the internship coordinator through Canvas.

Paper. The student is required to write a paper related to their internship experience. The paper is a formal paper. It is to be word-processed, spell checked, and grammatically correct. This paper will describe the learning process experienced by the student. Among other things the paper will discuss the interface between the student's firsthand observations and experiences while in the "field" along with academic material studied in the classroom. The internship agency may also have required reading, such as policy and procedure manuals and orientation and training manuals which will be helpful in the

writing of the paper.

Part 1 of the Paper is due 1/3rd into the internship period; part 2 of the Paper is due 2/3rd into the internship period; and part 3 of the Paper is due one week after completion of the internship course.

An Internship Paper Outline is attached. To write a paper following the outline requires 8 to 12 pages in length. **The final paper is due the last formal instructional day of the term** (the last day of class before final exam week; in the summer, it is due the last day of class). **Papers should be written in WORD and submitted to the internship coordinator through Canvas.**

Responsibility for determining the student's final grade for the course is solely that of the faculty intern coordinator supervising the student intern. This determination will be based on the quality of the journal/log and term paper, the evaluation(s) of the on-site agency supervisor, and the evaluation of the academic supervisor, and fulfillment of all academic requirements including attending, participating in Teams meetings, and submitting all forms(4) on or before the due dates.

Please scroll down for an outline of the Paper.

Internship Paper Outline

- A. What is the name of the agency and where is it located?
 - a. How did you obtain the internship, and what are the specific dates that apply?
- B. Mission, goals, and objectives of the agency
 - a. What is the stated purpose, mission, goals, objectives as stated in public documents and on the agency's web site?
 - b. Who are the clients the agency is designed to serve and what services are provided for these clients?
 - c. Who makes the work demand on the agency and what do they want the agency to do for them?
 - d. Do any of the sociological/criminological theories explain the purposes, mission, goals, or objectives of the agency?
- C. How does the agency attempt to accomplish its missions, goals, and objectives?
 - a. How is it organized? What is the Organizational Chart and how does it look in the agency? (You can attach a copy of the organizational chart and include it at the end of Part 1 of this paper, but you must address the specific questions asked about the organization in your narrative.)
 - b. How does the organization interact with the community?
 - i. How does the organization work with other organizations?
 - ii. How does it receive request from clients?
 - iii. How does it deliver service to clients?
 - iv. How is the organization divided into units?
 - 1. Functional organization?
 - 2. Chain of command?
 - c. What are the job descriptions of the key positions?

Part 1 of the Paper – Due after completing 1/3rd of the internship Experience

- D. What did you do in the agency during the internship?
 - a. In what unit(s) did you work?
 - b. What are the job descriptions of key people in the agency?
 - c. What is your job description?
 - d. What work did you do?
 - e. How did this work contribute to the agency?
- E. Statistical description of the program.
 - a. What are the resources of the agency? Budget?
 - b. How many people are employed in this agency?
 - c. How much work does it have, and what type of work, for example police calls for service, probationers on intensive supervision, non-profit organization that works with homeless populations, non-profit organization that provided residential services for women with mental health issues?
 - d. How does it measure success, e.g., clearance rates, recidivism rates, number of clients served? While some information can be accessed within the agency (annual reports, monthly reports, press releases) it is wise to also look for corroboration of that information in media such as print, digital, radio, and television.

Part 2 of the Paper – Due after completing 2/3rd of the internship Experience

- F. Compare the experience of working in the agency with information learned in the classroom.
 - a. What is new on the job?
 - b. How does the organization apply theories, evidence-based practices, best practices, informed practices, research, data, and other and concepts learned in course work?
 - i. Did the organization show solutions to problems you learned about in the classroom?
 - ii. Did the organization implement or fail to implement innovations you learned about in the classroom?
 - iii. Did the organization attempt to keep up and apply the research you learned about in the classroom?
 - c. What is different about this organization from those learned about in the classroom?
- G. Conclusions and Recommendations
 - a. Summarize the key points of your internship experience.
 - b. Would you recommend this agency for future interns?
 - i. Was this a good learning experience?
 - 1. What skills and abilities were acquired (writing, organizational skills, computer skills, interviewing, case management, other)?
 - 2. What knowledge did you acquire?
 - ii. Were you able to make a useful contribution to the agency? What were they,
- H. One more thing! Please include a one-page letter to the next intern in the internship course. What is your advice to the next intern? What must a student be aware of before they begin an internship? What do you wish you had done differently?

Part 3 of the Paper – Due after completing 3/3rds of the internship Experience. Please attach Parts 1 and 2 of the paper to your final submission. Thank you!

Thank you for being a part of the internship course. Good fortune to you.

Prof Kunkle